



BPR

BEST PARTNER RELATIONSHIP

Business Process Re-engineering is a management approach aiming at improvements by means of elevating efficiency and effectiveness of the processes that exist within and across organizations.....From Wikipedia

PLAN CHECK



BPR

**BUSINESS PROCESS
RE-ENGINEERING**

PLAN 1 - Conceptual Design Meeting

Provide an option for engineers to meet with staff at project concept stage before plans are developed

PLAN 2 - Pre-Screening

Develop a process to avoid incomplete submittals and identify appropriate County Review Team members (Note: Traffic, Trails, Environmental Health, Watershed Protection, Environmental Services, Street Names, Wastewater, Field Ops, Pvt. Dev. Const. Inspection, Special Districts, General Services Real Property, Materials Lab)

PLAN 3 - Pre-Submittal Meeting

Provide option to applicant engineers to meet with staff after plans are developed and before plans receive their first review

PLAN 4 - Conflict Resolution Process

Put a process in place to identify and resolve major issues early in the plan check process

PLAN 5 - Plan Pick-up Process

Projects may sit in the out bin indefinitely waiting to be picked-up by Engineer-of-Work after review by DPW Project Team

PLAN 6 - Private Improvement Requirements

Private improvements are currently reviewed to the same level and standard as public improvements. Current review of private improvements may be greater than necessary with Private engineer's certification.

PLAN 7 - Conflict Resolution Process

Develop an improved process to resolve problems/issues for non-standard situations.

PLAN 8 - Document Plan Check BPR Improvements

Update DPW website and include BPR in Manuals

PLAN 9 - LUEG KIVA Use

All LUEG County employees in the plan check process must use KIVA.

PLAN 10 - Public Information

Plan Check process needs to be more accessible to industry.

PLAN 11 - Land Development FTEs

BPR identified the need for two additional Plan Check staff Engineers.

PLAN 12 - Public Information

Industry needs to be better-informed on Land Development processing, procedures, and BPR implementation.

PLAN 1

Provide an option for engineers to meet with staff at project concept stage before plans are developed

- Develop Pre-application Meeting procedure, ID who should participate, and define agenda development

Pre-application Meeting for Conceptual Design Frequently Asked Questions

Engineers and applicants may opt to meet with Department of Public Works staff prior to final design of project based on Tentative Map or Tentative Parcel Map requirements. To facilitate design and plan processing, DPW staff will meet with the Engineer-of-Work and the owner/applicant prior to final design of the project. This Pre-Application meeting is meant to discuss potential concerns or issues that may surface during the design phase which were not anticipated during the Tentative Map or Tentative Parcel Map approval process. The following FAQ's will assist in answering Pre-Application Meeting for Conceptual Design questions.

1. Who may submit request for a Pre-Application Meeting for Conceptual Design?

- The Civil Engineer/Engineer-of-Work

2. Who May attend?

- The Engineer-of-Work, Owner, Applicant, Owner Agent

3. Who will attend from County staff?

- DPW Project Manager and DPW Plan Processor with an option to request DPW Project Conditioner and/or a DPW Specialist (i.e., Hydrology, Traffic, Flood Control, etc.)

4. What may be discussed?

- Potential concerns or issues with project design which may not have been anticipated during the Tentative Map or Tentative Parcel Map approval process

5. What should I bring?

- Approved Tentative Map, Tentative Parcel Map, Site Plan, Approved Tentative Map Resolution, Approved Tentative Parcel Map Final Notice of Approval, Major Use Permit, Certified Environmental documentation, Conceptual project design, or any other useful information

6. What will the meeting cost?

- No Deposit is required prior to the meeting. All charges are due and payable at the conclusion of the meeting based on a time and materials basis for staff work. Checks are made payable to the "County of San Diego." Two party checks are not acceptable. Visa and Mastercard are also acceptable

7. Where do I submit application?

- Application is to be submitted at the Department of Public Works, Customer Service Counter at 5201 Ruffin Road, Suite D, San Diego, CA 92123

Improvement and Grading Plan Conceptual Design Pre-Application Meeting Request Form

The Conceptual Design Pre-application meeting (Pre-App) is not intended to review or submit an application package. The meeting is available to facilitate or assist with final design of the project. Contact DPW Counter Services (858-694-2055) for assistance in completing this application and to schedule a submittal appointment. The Pre-App meeting is intended to identify and resolve major issues that may affect project design and processing of improvement and/or grading plans.

Requestor's Name _____ Requestor's Phone _____

Mailing Address _____

Requestor's Fax _____ E-mail Address _____

Project Number _____ Date Approved _____

Property Assessor Parcel Number(s) _____

Property Address/Location _____

Are you an Attorney or are you bringing an Attorney to the Meeting? ☐ Yes ☐ No

Be aware County of San Diego Policy requires a Deputy County Counsel attend meetings where an outside attorney is present. Deputy County Counsel will charge at the hourly rate mentioned below. If you check the "Yes" box, above, change your mind and fail to notify DPW you will not bring an attorney, County Counsel charges for preparation and travel (generally 1-2 hours) will still be applied.

REQUESTED COUNTY REPRESENTATIVES OR SPECIALISTS AT PRE-APP

The DPW Project Manager will make the final determination of the appropriate representatives based on this request, site constraints, and project features. The requestor is required to pay for both research time and meeting attendance. **PLEASE BE PREPARED TO PAY A MINIMUM OF TWO HOURS FOR EACH INDIVIDUAL.**

Yes	No	Issue	Position	Hourly Rate
<input type="checkbox"/>	<input type="checkbox"/>	Project Processing	DPW Project Manager	\$166
<input type="checkbox"/>	<input type="checkbox"/>	Road Improvements/Access/Traffic/Drainage	DPW Staff	\$103-\$166
<input type="checkbox"/>	<input type="checkbox"/>	DPLU Planning/Zoning/Environmental/Codes	DPLU Staff	\$59-\$183
<input type="checkbox"/>	<input type="checkbox"/>	Wells/Septic Systems	DEH Specialist	\$115
<input type="checkbox"/>	<input type="checkbox"/>	Park Land Dedication Ordinance/Trails	DPR Staff	\$90-\$114
<input type="checkbox"/>	<input type="checkbox"/>	Legal Issues/Interpretations	County Counsel	\$195

PAYMENT FOR CONCEPTUAL DESIGN PRE-APPLICATION MEETING

No deposit is required. All charges are due and payable at the conclusion of the meeting. Checks are made payable to the "County of San Diego." Two party checks are not acceptable. Visa and MasterCard are also accepted.

MEETING PURPOSE/PROJECT DESCRIPTION

Explain the purpose of your pre-app request with a written description of your proposed project and list specific questions you would like answered. Please attach additional pages, if necessary, and an exhibit, tentative map, tentative parcel map, or plot plan of your proposal. If studies are available they should be made available to assist staff with discussions during the meeting. **NOTE: PLEASE PROVIDE AS MANY DETAILS REGARDING THE PROJECT AND SITE AS POSSIBLE AS THIS WILL ALLOW FOR STAFF TO PROVIDE MORE DETAILED AND CONSTRUCTIVE FEEDBACK.**

Improvement and Grading Plan
Conceptual Design
Pre-Application Meeting Request Form
Page 2

MEETING REQUEST SUBMITTAL

Please return this form to: DPW Land Development, Customer Services Counter, Attn: Lary Lyle, Department of Public Works, 5201 Ruffin Road Suite D, San Diego, California 92123-1666 or by fax to (858) 279-7020.

Conceptual Design Pre-application Meetings generally take place within 2 weeks from receipt of this form. The DPW Project Manager to whom the project is located will contact the meeting requestor generally within 5 working days of receipt of this form to schedule the meeting.

FINANCIALLY RESPONSIBLE PARTY

I, the undersigned, as financially responsible person for the Conceptual Design Pre-application meeting, understand that I must bring a blank check payable to "COUNTY OF SAN DIEGO," Visa, or Mastercard to the scheduled meeting because all charges are due and payable at the conclusion of the meeting. I understand that if I arrive for a meeting without means to pay, the meeting will be rescheduled and will be responsible for any cost incurred by County Staff.

Name (if different from Requestor) _____

Mailing Address _____

Phone Number _____ E-mail Address _____

Date

Signature (**Required**)

FOR STAFF USE ONLY

KIVA Pre-App # _____ DPW Project Manager _____

DPW Staff _____

PLAN 2

Develop a process to avoid incomplete submittals and identify appropriate County Review Team members (Note: Traffic, Trails, Environmental Health, Watershed Protection, Environmental Services, Street Names, Wastewater, Field Ops, Priv. Dev. Constr. Inspection, Special Districts, General Services Real Property, Materials Lab)

- Develop "Pre-screening Checklist" to determine completeness of submittal
 - *Minimum requirements for submittal
 - *Routing triggers: guardrail, trail, wells, etc., will be used to determine number of copies required
 - *Categorized by health, safety, and maintenance
 - *Signed by engineer of work to certify completeness
 - *Included on first submittal
 - *Coordinate checklist development with industry
- Use checklist as screening tool; pm makes decision to reject and make visible requirements - "owner requests pre-app meeting Y/N" - so when plan checker goes through process, eng can be there.

IMPROVEMENT PLAN PRE-SCREENING CHECKLIST

Improvement plans are subject to pre-screening by Department of Public Works prior to initial submittal. Plans must meet the following format requirements at a minimum. If plans do not meet any of the following, the submittal is subject to rejection. The pre-screened submittal will be returned within five (5) working days upon receipt.

Application and plans shall be submitted to the DPW Customer Services Counter, 5201 Ruffin Road, Suite D, San Diego, CA 92123.

Private:		County:
<input type="checkbox"/>	Grading plans placed on 24" x 36" sheets with 1" border on all edges	<input type="checkbox"/>
<input type="checkbox"/>	North arrow and scale on all sheets	<input type="checkbox"/>
<input type="checkbox"/>	Vicinity map (distance shown to nearest street intersection, page, and section of Thomas Guide)	<input type="checkbox"/>
<input type="checkbox"/>	Permittee's name, address and telephone number	<input type="checkbox"/>
<input type="checkbox"/>	Owner's name, address and telephone number (if same as permittee, indicate on plan)	<input type="checkbox"/>
<input type="checkbox"/>	Civil Engineer's name, address, telephone number, signature in title block, and stamp	<input type="checkbox"/>
<input type="checkbox"/>	Short legal description	<input type="checkbox"/>
<input type="checkbox"/>	Assessor's Parcel Number	<input type="checkbox"/>
<input type="checkbox"/>	Site address	<input type="checkbox"/>
<input type="checkbox"/>	Bench mark: show location on plan and describe in space provided (if datum is assumed, so note)	<input type="checkbox"/>
<input type="checkbox"/>	L, CG, TM, or TPM-Number in the block	<input type="checkbox"/>
<input type="checkbox"/>	California Coordinate in title block	<input type="checkbox"/>
<input type="checkbox"/>	Purpose of grading shown in the title block	<input type="checkbox"/>
<input type="checkbox"/>	Show special use permit, rezone, TM, or TPM number, and dates of their approval next to title block where applicable	<input type="checkbox"/>
<input type="checkbox"/>	Required General Notes	<input type="checkbox"/>
<input type="checkbox"/>	Key map for projects covering several sheets	<input type="checkbox"/>
<input type="checkbox"/>	Show existing contours (max. 5') to cover at least 50' beyond the property line or sufficient for showing drainage basin	<input type="checkbox"/>
<input type="checkbox"/>	Best Management Practices Items proposed during construction and Post construction	<input type="checkbox"/>
<input type="checkbox"/>	Drainage study	<input type="checkbox"/>
<input type="checkbox"/>	Plans are related to a project with a previously approved discretionary permit (include a copy of the conditionally approved plot plan with the adopted Resolutions or Final Notice of Approval)	<input type="checkbox"/>
<input type="checkbox"/>	Structural calculation for proposed designed retaining	<input type="checkbox"/>

	wall, if required	
--	-------------------	--

If any of the following boxes are checked, an extra set of the project plan set with supporting documentation, studies, and/or other information will be sent to the respective specialist.

Flood Control:

- ☐ Project is subject with National Flood Insurance Program (NFIP)
- ☐ Project is subject with County Flood Protection Ordinance, Resource Protection ordinance
- ☐ Project subject to County Flood Plain mapping
- ☐ Project impacts or required to construct master planned drainage facility
- ☐ Project is subject with County Hydrology Manual, Drainage Design Manual for major drainage course or master facility
- ☐ Easement dedication to San Diego County Flood Control District (SDCFCD)

Traffic Engineering:

- ☐ Striping and pavement markings
- ☐ Traffic signs
- ☐ Traffic signals and flashers
- ☐ Guardrail installations
- ☐ Traffic Control Plans
- ☐ Traffic calming

Wastewater Engineering:

- ☐ Project is located in a County Sanitation District

DPW Environmental Services Unit:

ALL DISCRETIONARY PROJECTS/APPLICATIONS REQUIRE DPW ESU REVIEW. (EXCEPT FOR AGRICULTURAL GRADING PLANS AND GRADING PLANS FOR RESTORATION WHICH WILL BE REVIEWED BY THE DPLU RESOURCE PLANNING)

- ☐ Project has previous environmental approval
 - ☐ Yes (Environmental documents required with initial submittal)
 - ☐ No (ESU will determine environmental status upon initial review)

Department of Planning and Land Use:

- ☐ Project is for agricultural grading
- ☐ Grading Plans required as restoration for grading violation as determined by the DPLU Code Enforcement Division or the DPW Watercourse Enforcement Division.
- ☐ Project proposes grading into an open space easement

DPW Capitol Improvement Program:

- ☐ Project is located within, along, or adjacent to a listed Public Road on the current County five (5) year CIP Plan
- ☐ Sidewalk and pedestrian ramp improvements deviate from ADA requirements
- ☐ Project proposes public pathways

DPW Materials Lab:

- ☐ Project proposes paving under the Private or Public Road Standards, conditions of approval, or permit requirements
- ☐ Project has Geotechnical/Geology issues (seismic, slope stability, potential rock fall, etc.) including specialized retaining or slope stability structures
- ☐ Project requires "Geologic Hazard" memo
- ☐ Project proposes designs employing non-standard methods and materials

Note: If a geotechnical report is available, for the project, a copy of the report should be routed with the plans. A copy of conditions of approval or permit requirements must be provided with plans.

DPW Special Districts:

- ☐ Project is in a Permanent Road Division
PRD Number _____
- ☐ Project proposes improvements that will connect or intersect a PRD road.
PRD Number _____

DPW Private Development Construction Inspection:

- ☐ Project proposes grading under an L-Grading Permit Application
- ☐ Project is the result of a Watercourse Violation under the County Grading Ordinance

DPW Field Operations:

- ☐ Project will violate the County 3-year Pavement Cut Policy
- ☐ Project will make improvements to existing or future publicly maintained road for the purpose of acceptance into the County Maintained road system
- ☐ Project connects or intersects a private road to a County publicly maintained road
- ☐ Project proposes modifications or eliminates pedestrian access to curb ramps or sidewalks
- ☐ Project proposes raised medians (landscaped and/or hardscaped) within a County maintained road
- ☐ Project proposes landscaping within or along a County maintained road
- ☐ Project proposes connection to an existing or proposed County drainage system
- ☐ Project proposes improvement or installation of drainage facilities to be County maintained
- ☐ Project proposes improvements that do not meet minimum County Drainage Standards within the County maintained road system
- ☐ Project proposes permanent stormwater BMPs to be publicly maintained by the County of San Diego
- ☐ Project proposes a publicly maintained detention or retention basin and/or those which will drain directly into a County maintained drainage system or roadway
- ☐ Project proposes a Regional Standard Drawing D-25, Curb Outlet, or RSD D-27, Sidewalk Underdrain within the County maintained road system (note: copy of the drainage study required to verify runoff will be contained within the gutter).

Department of Environmental Health (DEH):

- ☐ Project site has existing water wells on the property
- ☐ Water wells are shown on the grading plan
- ☐ Water wells located within the area of proposed grading
- ☐ Water wells located on adjacent property near proposed grading
- ☐ Project site has existing monitoring wells on the property
- ☐ Properties adjacent to the project are currently using, or will use on-site sewage disposal systems
- ☐ 5:1 grading setbacks are shown from the top of cut to primary and/or reserve area disposal fields to adjacent properties that have or are approved for onsite sewage disposal systems
- ☐ Grading plan shows existing or proposed on-site sewage disposal system for project site
- ☐ Proposed earthen fill located over or near components of on-site sewage disposal systems

Department of Parks and Recreation:

- ☐ Project is located adjacent to existing or proposed County park or preserve
- ☐ Project is conditioned to construct a public or private park
- ☐ Project is conditioned to construct public or private trails and/or pathways
- ☐ Project proposes an LLD/CFD which requires operations and/or management by DPR

Note: A copy of conditions of approval or permit requirements must be provided with plans under Park and Recreation review.

Signature _____
 (Engineer-of-Work)

RCE No. _____

Date _____

FOR STAFF USE ONLY

Number of extra plan sets and documents required:

- ☒ Land Development In-house
- ☐ Flood Control
- ☐ Traffic Engineering
- ☐ Wastewater Engineering
- ☒ DPW Environmental Services Unit
 (CEQA review required for all discretionary projects)
- ☐ Department of Planning and Land Use
- ☐ DPW Capitol Improvement Program
- ☐ DPW Material Lab
- ☐ DPW Special Districts
- ☐ DPW Private Development Construction Inspection
- ☐ DPW Field Operations
- ☐ Department of Environmental Health
- ☐ Department of Parks and Recreation

Total number of plan sets required from boxes checked above _____

Reviewed by _____ Date _____
 (DPW Staff)

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Improvement and Grading Manual	Page 1 of 2
Pre-Screening of DPW Grading & Improvement Plans	Approved by <i>RE Cpt</i>

1.0 PURPOSE:

To provide guidelines for pre-screening of grading and improvement plans prior to initial application and submittal for staff review and approval.

2.0 BACKGROUND:

The Private Engineer-of-Work is responsible for submitting complete plans for review and approval by the County Engineer.

3.0 GUIDELINE & ROLES

The following guidelines are to be used in pre-screening of grading and improvement plans to assure complete submittals of project plans prior to initial submittal of plans for County processing. These guidelines are written to accommodate most circumstances, but it is recognized unusual situations may occur which require additional or specialized steps to supplement or facilitate the plan review process.

3.1 DPW Pre-Screening Engineer (PSE)

DPW Team Plan Processors will rotate monthly as the plan submittal Pre-Screening Engineer (PSE). The PSE will have the lead responsibility for screening plans and supporting documents for completeness based on the Pre-Screening Checklist and a cursory review of the plans.

The PSE shall determine if the plans and documents meet the Pre-Screening Checklist for completeness. The PSE will determine if the plans meet the eighty-percent (80%) threshold for completeness. The PSE will determine which resources are required to supplement the Project Team review during plan processing.

3.2 DPW Project Manager

The area DPW Project Manager is the primary contact for conflict resolution during the pre-screening process and will ultimately accept or reject incomplete plans or submittals.

3.3 DPW Land Development Counter

The DPW Land Development Customer Service Counter staff (Counter) will process intake and return of pre-screened plans and submittals. The Counter processes all project related submittals from the applicant, makes project-tracking entries into KIVA, and routes the submittal to the assigned PSE. The Counter will re-route the pre-screened submittal back to the Engineer-of-Work upon return by the PSE.

4.0 PROCESS

The overall pre-screening of plans is the responsibility of the PSE. The PSE will coordinate plan pre-screening and ultimately recommend authorization of the plan submittals for initial review by the Project Team.

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Improvement and Grading Manual	Page 2 of 2
Pre-Screening of DPW Grading & Improvement Plans	Approved by <i>RE Cptm</i>

4.1 Counter Processing

The DPW Counter group will process the project application and generate a KIVA account. Counter staff will then process the plans and supporting documentation to the PSE. The Counter staff will initiate project tracking in KIVA and initiate payment for plan processing.

4.2 Pre-Screening Engineer (PSE)

The PSE is responsible for pre-screening review of the plans and supporting documentation.

- The PSE shall perform a cursory review of the grading and improvement plans in accordance with DPW Pre-Screening Checklist.
- The PSE shall review the plans and supporting documentation for completeness within 5-days upon receipt of the initial submittal.
- The PSE shall determine if supplemental review by DPW or outside resources is necessary to supplement review of the plans by the Team Plan Processor.
- The PSE will determine how many additional sets of plans and supporting documents are necessary for resource review.
- If the PSE determines the plans and/or supporting documentation to be incomplete, the PSE shall contact the area Project Manager for approval of acceptance of incomplete plans and/or supporting documentation.
- Upon completing the pre-screening process, the PSE shall forward the pre-screened plans and supporting documentation to the Counter for return to the Engineer-of-Work.

4.3 Project Manager

The area Project Manager will authorize or reject pre-screened plans and/or documentation based on PSE review and recommendation. If rejected, the PM will prepare a letter notifying the Engineer-of-Work the submittal has been rejected. A brief overview of requirements will be provided accordingly.

4.4 Document Submittal

The Counter is responsible for receiving and distributing all documents and deposits submitted on the project to the PSE. Any requests for special handling or reductions in deposit amounts are to be forwarded to the Project Manager for consideration prior to intake.

4.5 DECISIONS

Decisions within this process should be made at the staff level using the direction and guidance provided by these Guidelines, Project Manager, and Land Development Management. All critical decision points and correspondence must involve the Project Manager.

SUNSET

EFFECTIVE DATE: June 29, 2007

SUNSET DATE: June 30, 2010

**REQUIRED SUBMISSION ITEMS FOR GRADING PERMIT APPLICATIONS UNDER
SECTIONS 87.205, 87.206, 87.207, 87.208, 87.218, 87.603, 87.606**

ALL PERMIT APPLICATIONS REQUIRE THE FOLLOWING:

- SIGNED GRADING PERMIT APPLICATION
- SIGNED RIGHT OF ENTRY FORM
- SIGNED ENDANGERED SPECIES FORM
- SIGNED FINANCIAL RESPONSIBILITY FORM
- PLAN CHECK INITIAL DEPOSIT
 - ☐ \$805 MINOR GRADING UNDER SECTION 87.206
 - ☐ \$1,500 LESS THAN 10,000 CUBIC YARDS
 - ☐ \$2,420 EQUAL OR GREATER THAN 10,000 CUBIC YARDS
- DPW PRE-SCREENING CHECKLIST
- HEALTH DEPARTMENT FEE (\$353)
- GRADING VIOLATION REQUIRES A STAMP FROM DPLU CODE ENFORCEMENT AND \$500 FEE

PLEASE CHECK ONE OF THE FOLLOWING GRADING PERMIT APPLICATION TYPES:

- ☐ AGRICULTURAL GRADING PERMIT - SECTION 87.205
 - ☐ AGRICULTURAL ENVIRONMENTAL REVIEW QUESTIONNAIRE
 - ☐ AGRICULTURAL GRADING STATEMENT
- ☐ MINOR GRADING PERMIT - SECTION 87.206
 - ☐ SFD ENVIRONMENTAL REVIEW QUESTIONNAIRE
- ☐ GRADING PERMIT - SECTION 87.207
 - ☐ COPY OF APPROVED DISCRETIONARY PLAN AND ENVIRONMENTAL DOCUMENTS
- ☐ MAJOR GRADING PERMIT - SECTION 87.208
 - ☐ NOTIFICATION PACKAGE - SECTION 87.208(11)
- ☐ TEMPORARY STOCKPILE GRADING PERMIT - SECTION 87.218
 - ☐ PROOF OF LEGALLY DISTURBED AREA - SECTION 87.218(a)(9)
 - ☐ STOCKPILE CERTIFICATION - SECTION 87.219(b)(1)
- ☐ WATERCOURSE GRADING PERMIT - SECTION 87.603
 - ☐ NOTIFICATION PACKAGE - SECTION 87.208(11)
- ☐ EMERGENCY WATERCOURSE GRADING PERMIT - SECTION 87.606
 - ☐ NOTIFICATION PACKAGE - SECTION 87.208(11)

GRADING PERMIT EXTENSION UNDER SECTION 87.203(d) REQUIRES THE FOLLOWING:

- SIGNED GRADING PERMIT APPLICATION
- SIGNED RIGHT OF ENTRY FORM
- SIGNED ENDANGERED SPECIES FORM
- SIGNED FINANCIAL RESPONSIBILITY FORM
- 2 COPIES OF GRADING PLANS WITH ALL CHANGES IN RED
- COPY OF SECURITY - SECTION 87.304

I hereby agree to provide the indemnification as required by Chapter 2 of Division 6 of Title 8 of the San Diego County Code. I hereby acknowledge that I have read the application and state the information I have provided is correct regarding excavating and grading and the provisions and conditions of any permit issued to this application. "I declare under penalty of perjury under the laws of the State of California that the statements made herein are true and correct."

Signature of _____ Date _____
Owner/Agent

This form must be completed at the time of submittal

PLAN 3

Provide option to applicant engineers to meet with staff after plans are developed and before plans receive their first review

- Develop Pre-submittal Optional Meeting procedure & define agenda development
- ID who should participate
- Engineers have plans
- Ready to submit
- Proceed to submittal or go back for more work

Pre-review Meeting for Engineer-of-Work Frequently Asked Questions

Engineers and applicants may opt to meet with Department of Public Works staff prior to initial review of project plans. To facilitate plan processing or address questions, DPW staff will meet with the Engineer-of-Work and the owner/applicant prior to initial review of the project plans. This pre-review meeting is meant to discuss potential concerns or issues that may surface during the plan review process. The following FAQ's will assist in answering Pre-Review Meeting questions.

1. Who may submit request for a Pre-Review Meeting prior to initial submittal of plans?

- The Civil Engineer/Engineer-of-Work

2. Who May attend?

- The Engineer-of-Work with the Owner, Applicant, and/or Owner Agent

3. Who will attend from County staff?

- DPW Plan Processor with an option to request the DPW Project Manager, DPW Project Conditioner and/or a DPW Specialist (i.e., Hydrology, Traffic, Flood Control, etc.)

4. What may be discussed?

- Potential concerns or issues with plan processing which may not have been anticipated during the Tentative Map or Tentative Parcel Map approval process

5. What should I bring?

- Project plans, approved Tentative Map, Tentative Parcel Map, Site Plan, Approved Tentative Map Resolution, Approved Tentative Parcel Map Final Notice of Approval, Major Use Permit, Certified Environmental documentation, or any other useful information

6. How do I initiate the process?

- Engineer-of-Work shall complete the application process with the County of San Diego, Land Development Customer Service Counter at 5201 Ruffin Road, San Diego, Ca 92123 and submit with the Permit Application.

7. What will the meeting cost?

- The cost to cover staff charges will be based on a time and materials basis for actual hours worked and materials used. An additional \$500 deposit will be made at initial application. Checks are made payable to the "County of San Diego." Two party checks are not acceptable. Visa and Mastercard are also acceptable. Payment is due immediately after the meeting.

8. Where do I submit application?

- Application is to be submitted at the Department of Public Works, Customer Service Counter at 5201 Ruffin Road, Suite D, San Diego, CA 92123



**Improvement and Grading Plan
Pre-Review Meeting Request Form
Page 2**

MEETING REQUEST SUBMITTAL

Please return this form with the permit application package to: DPW Land Development, Customer Services Counter, Attn: Lary Lyle, Department of Public Works, 5201 Ruffin Road Suite D, San Diego, California 92123-1666 or by fax to (858) 279-7020.

Pre-Review Meeting will generally take place within 2 weeks from receipt of this form and application. The DPW Plan Processor to whom the project is located or received will contact the Engineer-of-Work within five (5) working days of receipt of this form to schedule the meeting. The plan review process will not begin until after the conclusion of the meeting.

FINANCIALLY RESPONSIBLE PARTY

I, the undersigned, as financially responsible person for the Conceptual Design Pre-application meeting, understand that I must bring a blank check payable to "COUNTY OF SAN DIEGO," Visa, or Mastercard to the scheduled meeting because all charges are due and payable at the conclusion of the meeting. I understand that if I arrive for a meeting without means to pay, the meeting will be rescheduled and will be responsible for any cost incurred by County Staff.

Name (if different from Requestor) _____

Mailing Address _____

Phone Number _____ E-mail Address _____

Date

Signature (**Required**)

FOR STAFF USE ONLY

KIVA Pre-App # _____ Date of appointment _____ Time _____

DPW Staff _____ DPW Project Manager _____

PLAN 4

Put a process in place to identify and resolve major issues early in the plan check process

- Develop procedures for mandatory Post-First Review meeting to review Punchlist
 - "Please deposit add'l funds in the amount of ____"
 - Post-review meeting? Y/N and date (ID who to contact)
 - Should include providing detailed deposit status at review meeting
- Develop standardized format for Compilation of Comments
 - A compilation of comments from all County Review Team members into a single document
 - To be provided to engineer and retained in file

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Improvement and Grading Manual	Page 1 of 3
Post-First Review Mandatory Meeting	Approved by <i>RE Cpt</i>

1.0 PURPOSE:

A mandatory post-first review meeting will be required to discuss grading and improvement plan comments to provide an open dialogue and facilitate communication between the Project Team (DPW Project Manager and DPW Team Plan Processor) and the Engineer-of-Work.

2.0 BACKGROUND:

To address Project Team comments and to facilitate communication during plan processing, a mandatory post-first review meeting will be required. This meeting is to open the lines of communication and to avoid or reduce confusion or conflict during the plan review process. It also allows for all parties to coordinate ideas, thoughts, and project requirements.

3.0 GUIDELINE & ROLES

The following guidelines are to be used in facilitating the mandatory post-first review meeting to assure complete submittals of project plans with subsequent submittals during the processing of plans and/or satisfaction of project conditions. These guidelines are written to accommodate most circumstances, but it is recognized unusual situations may occur which require additional or specialized steps to supplement or facilitate the plan review process.

3.1 DPW Team Plan Processor (TPP)

DPW Team Plan Processors (TPP) will notify the Engineer-of-Work when the first review of plan process is complete. The TPP will schedule a mandatory post-first review meeting to be held within 5-working days upon completion of the first review. The TPP will brief the DPW Project Manager on the comments prior to the meeting.

The TPP will generate the plan check punchlist using MS Word. The TPP will provide a copy of the punchlist to the EOW prior to the meeting to facilitate discussions. The TPP and EOW will determine which resources are required to supplement discussions during the meeting. The plan set will not be returned until the mandatory meeting is held with the EOW. The TPP will generate a cost estimate to cover all remaining staff work on the project. The TPP is the first level contact in the conflict resolution process.

3.2 DPW Project Manager

The area DPW Project Manager is the primary decision maker in the plan review process and will facilitate the conflict resolution process if required. The DPW Project Manager will participate in the Post-First Review Mandatory Meeting.

3.3 DPW Land Development Counter

The DPW Land Development Customer Service Counter staff (Counter) will process intake and return of pre-screened plans and submittals. The Counter processes all project related submittals from the applicant, makes project-tracking entries into KIVA, and routes the submittal to the assigned TPP. The Counter will re-route the plan submittal back to the Engineer-of-Work upon return by the TPP.

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Improvement and Grading Manual	Page 2 of 3
Post-First Review Mandatory Meeting	Approved by <i>RE Cpt</i>

3.4 Engineer-of-Work (EOW)

The Engineer-of-Work (EOW) will be responsible for the project plans and shall ensure they meet County of San Diego standards, policies, rules, regulations and project requirements. The EOW will be the single source of contact with the applicant, developer, owner, or authorized agent.

4.0 PROCESS

The post-first review meeting is mandatory after the first review iteration of the project plans. The TPP is responsible for coordinating and scheduling the meeting with the EOW.

4.1 Team Plan Processor (TPP)

The TPP is responsible for coordinating and scheduling the post-first review meeting with the Engineer-of-Work.

- A "Punchlist" of the plan review comments shall be generated using MS Word during the review process. The "Punchlist" must provide a brief overview of the plan review comments and supplement comments on the plans.
- A copy of the MS Word "Punchlist" must be provided to the EOW prior to the mandatory meeting.
- A cost estimate must be generated to facilitate an additional applicant deposit to cover anticipated remaining plan processing work through approval of the plans. The TPP should consider complexity of the project and issue resolution.
- The TPP shall coordinate and hold the mandatory meeting within 5-working days upon completion of the first review.
- The TPP will brief the area DPW Project Manager on plan comments prior to the meeting.
- The TPP and DPW PM will determine if other Department or outside resources are required to attend the meeting to supplemental discussions.
- Upon completion of the post-first review meeting, the TPP will forward the plans and supporting documentation to the Counter for return to the Engineer-of Work.

4.2 Counter Processing

The DPW Counter group shall process the plans and supporting documentation. The Counter staff shall track the project in KIVA.

4.3 Project Manager

The area Project Manager will participate in the post-first review meeting and decide whether other resources are required. The DPW PM is the primary contact for conflict resolution during the plan review process and will facilitate conflict resolution.

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Improvement and Grading Manual	Page 3 of 3
Post-First Review Mandatory Meeting	Approved by <i>RE Cpt</i>

4.4 Document Submittal

The Counter is responsible for receiving and distributing all documents and deposits submitted on the project to the Project Team. Any requests for special handling or reductions in deposit amounts are to be forwarded to the Project Manager for consideration prior to intake.

4.5 DECISIONS

Decisions within this process should be made at the staff level using the direction and guidance provided by these Guidelines, Project Manager, and Land Development Management. All critical decision points and correspondence must involve the Project Manager.

4.6 Conflict Resolution Process

All issues or concerns encountered during the first review process and/or during the Post-First Review mandatory meeting shall be resolved or addressed using the conflict resolution process in the following order:

1. Team Plan Processor - First level contact
2. DPW Project Manager - Second level contact and decision
3. DPW/DPLU Project Issue Resolution conference - Third level contact
4. Director of Public Works - Final decision

SUNSET

EFFECTIVE DATE: June 29, 2007

SUNSET DATE: June 30, 2010

PLAN 5

Projects may sit in the out bin indefinitely waiting to be picked-up by Engineer-of-Work after review by DPW Project Team

- Update procedures for contacting engineer post-review
 - * Initial e-mail and phone notification from Plan Checker to Engineer-of-work
 - * Follow-up by Counter staff after 2 weeks
 - * include in Plan Processing Manual

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Project Manager Manual	Page 1 of 3
Engineer-of-Work Notification and Plan Routing Guidelines	Approved by <i>RE Cpt</i>

1.0 PURPOSE:

To provide guidelines for post review notification and routing of plans to the Engineer-of-Work.

2.0 BACKGROUND:

The Team Plan Processor (TPP) is responsible for processing improvement and grading plans and notifying the DPW Customer Service Counter (Counter) and Engineer-of-Work (EOW) when the plan review process is complete. The Counter is responsible for follow-up notification and routing of plans to the EOW.

3.0 GUIDELINE & ROLES

The following guidelines are to be used in notifying and routing plans to the Engineer-of-Work (EOW) when the plan review process is complete. These guidelines were written to accommodate most circumstances, but it is recognized that unusual situations may occur which require additional or specialized steps to supplement or facilitate the notification process.

3.1 DPW Team Plan Processor (TPP)

The DPW Team Plan Processor (TPP) has lead responsibility for the plan review process. After completion of each plan review cycle, the TPP is responsible for initial notification with the Engineer-of-Work (EOW). The TPP is responsible for forwarding plans, Punchlist, Cost Estimate, and supporting documents to the DPW Customer Service Counter (Counter) after EOW notification.

3.2 DPW Project Manager

The Team Project Manager is the primary contact for conflict resolution during plan processing and will ultimately approve the plans upon recommendation from the Plan Processor.

3.4 DPW Customer Service Counter (Counter)

The DPW Customer Service Counter (Counter) provides the administrative and plan routing functions. The Counter receives and distributes all project related submittals between the Project Teams and the Engineer-of-Work, makes project-tracking entries into KIVA, and ensures the project account has adequate deposit on hand to cover staff processing charges. Requests for special handling, non-standard processing, and disputes concerning project processing should be forwarded to the DPW Project Manager for resolution.

3.5 Engineer-of-Work (EOW)

The Engineer-of-Work is the primary contact between the applicant and Project Team and is responsible for plan pick-up.

4.0 PROCESS

The overall processing of plans is the responsibility of the Project Team with primary coordination responsibilities with the Team Plan Processor (TPP). The TPP will coordinate plan processing

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Project Manager Manual	Page 2 of 3
Engineer-of-Work Notification and Plan Routing Guidelines	Approved by <i>RE Cpton</i>

and make initial contact with the Engineer-of-Work (EOW) after each review cycle. The DPW Customer Service Counter (Counter) will route the plans, make project-tracking entries into KIVA, and ensure plan pick-up by the Engineer-of-Work.

4.1 Team Plan Processor (TPP)

The Team Plan Processor (TPP) is primarily responsible for processing improvement and grading plans and notifying the Engineer-of-Work (EOW) when the plan review process is complete.

- The TPP will make an initial phone call and send an e-mail message notifying the EOW the plan review is complete and ready for pick-up at the DPW Customer Service Counter (Counter).
- The TPP shall mark the in-house plan margin with a green marker and date to signify the initial call has been made.
- The TPP will make all necessary Project Team entries into KIVA indicating the plan review is complete and has been phoned out for pick-up.
- The TPP will place the plans in the Counter "Plans to be Picked-up" bin under the Engineer or Company name.

4.2 Counter Processing

The DPW Customer Service Counter (Counter) will route the plans and supporting documentation between the Project Team and the Engineer-of-Work (EOW). The Counter staff will make necessary entries into KIVA and make follow-up contact with the EOW if the plans are not picked-up within three weeks after initial contact by the Team Plan Processor (TPP).

- If the plans remain in the Counter bin for one week, the Counter shall make the first follow-up call and send an e-mail to the EOW after the initial notification by the Team Plan Processor.
- The Counter shall mark the in-house plan margin with a yellow marker and date to signify the first follow-up notification has been made.
- The Counter will make a KIVA entry as required.
- If the plans remain in the Counter bin for two weeks, the Counter shall make a follow-up call and send an e-mail one last time to the EOW two weeks after initial notification by the TPP.
- The Counter shall mark the in-house plan margin with a red marker and date to signify the third and final notification has been made.
- The Counter will make a KIVA entry as required.
- If the EOW has not picked-up the plans within three weeks after completion of the TPP review and initial notification, the plans shall be placed in the "No Pick-up" bin in the project file area.

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Project Manager Manual	Page 3 of 3
Engineer-of-Work Notification and Plan Routing Guidelines	Approved by <i>RE Cpt</i>

- Plans will be held in the "No Pick-up Bin" for a minimum of six months. After the sixth month, Counter staff will make contact (phone and e-mail) with the EOW once last time. If the EOW does not pick-up the plans one week after the last contact, the plans will be purged or filed in the County vault as deemed necessary or appropriate.

4.3 Customer Contact

All contact with applicant and project consultants during the plan review process will be the responsibility of the Team Plan Processor (TPP). When the review process is complete, the TPP will make initial contact with the Engineer-of-Work (EOW). Contact thereafter will be made by the DPW Customer Service Counter (Counter) as required under 4.2, "Counter Processing," above.

SUNSET

EFFECTIVE DATE: June 29, 2007

SUNSET DATE: June 30, 2010

PLAN 6

Private improvements are currently reviewed to the same level and standard as public improvements. Current review of private improvements may be greater than necessary with Private engineer's certification.

- Review policy to determine to what degree private engineers are allowed to self-certify private roads
 - * "County doesn't review private roads; refer to engineer of record"
 - * See City of San Diego's self-cert note on their plans to revise
 - * Identify next steps, based on policy review

PRIVATE ROAD IMPROVEMENT PLAN CHECKLIST

THIS CHECKLIST SHALL BE COMPLETED FOR ALL PRIVATE ROAD IMPROVEMENT PLANS

Date: _____

Project Number: _____ Date Approved: _____

Engineer-of-Work: _____ RCE NO. _____

DPW Project Manager: _____

DPW Plan Processor: _____

1. PRIVATE ROAD IMPROVEMENTS HAVE BEEN CONDITIONED TO MEET THE FOLLOWING DESIGN STANDARD:

- ☐ 1999 Pvt. Rd. Standards Section 3.1.B or C
- ☐ 1982 Pvt. Rd. Standards Section 3.1.B or C
- ☐ Section 81.706(c) [Mar '75 - Oct '80]
- ☐ Section 81.703.b.(1) & (2) [Oct '80 - Apr '82]
- ☐ Section 81.703.c.(1) &(2) [Oct '80 - Apr '82]
- ☐ Cross-Slope Standards [1972 - 1975]

Note: Cross-Slope requirements are dependent on parcel size and original ground cross-slope: <10k sq ft = 30' graded width; >10k sq ft with 0%-5% cross-slope = 24' graded, 6%-20% cross-slope = 20' graded width, and >21% cross-slope = 16' graded width.

2. PRIVATE ROAD IMPROVEMENTS SHALL BE DESIGNED TO ACCOMMODATE THE FOLLOWING NUMBER OF VEHICLE TRIPS PER DAY (ADT):

- ☐ 100 or less
- ☐ 101 - 750
- ☐ 751 - 2500

Note: Road improvement width under Section 81.703 of the Subdivision Ordinance and 1982 or 1999 Private Road Standards are based on Average Daily Trips (ADT).

3. MINIMUM HORIZONTAL RADIUS:

- ☐ 50 ft to 99 ft under 1982 Pvt. Rd. Stds*
- ☐ 60 ft to 99 ft under 1999 Pvt. Rd. Stds*
- ☐ 100 ft - 149 ft radius
- ☐ 150 ft - 199 ft radius
- ☐ 200 ft or greater radius

* Requires written Exception to Road Standards request

Note: The minimum horizontal radius requirements do not apply to private road improvements under the Cross-Slope, Section 81.703, or 81-706 Standards.

4. Vertical curves have been designed to meet the following vertical curve design speeds:

- ☐ 15 - 19 mph*
- ☐ 20 - 24 mph**
- ☐ 25 - 29 mph**
- ☐ 30 mph or greater

* Requires written Exception to Road Standards request, ** May require Exception to Road Standards when design speed is less than required under the Private Road Standards

5. Road surfacing shall meet the following minimum structural sections:

- ☐ 6" D.G.
- ☐ 2 ½ " A.C. over 4" A.B. Minimum for residential roads (See Note)
- ☐ 3" A.C. over 7" A.B. Minimum for industrial and commercial roads (See Note)
- ☐ Other Structural Section: ____ inches A.C. over ____ inches A.B (See Note)

Note: The engineer-of-work shall submit the proposed structural section for approval by the DPW Materials Lab.

6. Improved and graded width:

- ☐ Meets Section 81.706(c) requirements
- ☐ Meets Section 81.703(b) & (c) requirements
- ☐ 20' improved on 28' graded under 1982 Pvt. Rd. Stds.
- ☐ 24' improved on 28' graded under 1999 Pvt. Rd. Stds.
- ☐ Project conforms to residential driveway standards

Note: 81.706(c) requires 30' graded width for all lots 10k sq ft or less, lots 10k sq ft or over 0%-5% width = 24', 6%-20% width = 20', 21% or greater width = 16'. Section 81.703(b), 100 ADT or less = 16' improved/24' graded, 101-750 ADT = 20'improved/28' graded, and 751-2500 ADT = 24' improved/32' graded. Section 81.703(c) same as residential criteria except 3" of D.G. is allowed.

7. Maximum grade:

- ☐ 20% or less
- ☐ Grades 20% to 25% with exception request approved by the Director of Public Works, which may require Fire District review and recommendation

8. Drainage Requirements:

New roads shall be designed to carry anticipated drainage, which may occur along, over, and/or across the road, in accordance with County Standards or Policies. Drainage shall not be diverted onto and/or across an existing road without adequate drainage improvements.

- ☐ All culverts and dip sections have been designed to carry the 100-year frequency storm.
- ☐ All culvert pipes to be installed shall be new with a design life expectancy of minimum 25-years.
- ☐ HDPE pipe shall be designed in accordance with the County Drainage Design Manual Appendix B for Fire Mitigation.
- ☐ No diversion of drainage will occur beyond project limits.

9. Sight Distance:

Private road intersections have been designed to the following requirements:

- ☐ Intersectional Sight Distance
- ☐ AASHTO Stopping Sight Distance*
- ☐ Engineer has used appropriate engineering judgment with regards to available sight distance at existing private road intersections.

* Requires Exception to Road Standards.

Note: Private to Public road intersections shall be reviewed by the Department of Public Works with intersectional sight distance calculations based on the observed prevailing speed or design speed whichever is greater.

10. Erosion Control BMPs:

- ☐ Construction BMPs have been incorporated into the project design.
- ☐ Slope planting for all slopes 3' and greater.
- ☐ Project proposes planting to be maintained until at least 70% coverage and until growth is established.
- ☐ Irrigation for all slopes 3' and greater.
- ☐ No soil disturbance will occur as part of this project.

11. Watershed Protection Ordinance and Standard Urban Stormwater Mitigation Plan (SUSMP):

The engineer-of-work has completed one of the following:

- ☐ Stormwater Management Plan (Minor SWMP) for Minor Projects Form ZC #38.
- ☐ Stormwater Management Plan for Priority Projects (Major SWMP)

Post Construction BMPs: Refer to project SWMP for site design, source control, and treatment control. BMPs to be installed in accordance with County SUSMP and WPO requirements.

12. All projects:

- ☐ Private road improvement plans have been reviewed and signed by local Fire District/Authority.
- ☐ Road improvements have been designed in conformance with TM/TPM Number _____ Project Conditions or Covenant of Improvement Doc. No. _____.

Signature _____ Date _____
(Engineer-of-Work)

[Stamp]

FOR STAFF USE ONLY

Reviewed by _____ Date _____
(County Staff)

PLAN 7

Develop an improved process to resolve problems/issues for non-standard situations.

- Develop written procedures for resolving and elevating issues relating to private projects

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Project Manager Manual	Page 1 of 3
Project Issue Resolution for DPW Grading & Improvement Plans	Approved by <i>DE Cyster</i>

1.0 PURPOSE:

To provide guidelines for project issue resolution during the grading and improvement plan review process.

2.0 BACKGROUND:

The Team Plan Processor (TPP) is responsible for processing and tracking improvement and grading plans through the plan check and approval process. The DPW Project Manager is the primary contact for conflict resolution during plan processing and will ultimately approve the plans upon recommendation from the TPP. Should the Engineer-of-Work (EOW) still not agree with the decision of the TPP and/or DPW PM, the matter may be elevated to the DPW/DPLU Project Issue Resolution process.

3.0 GUIDELINE & ROLES

The following guidelines are to be used for conflict resolution of grading and improvement plans. These guidelines were written to accommodate most circumstances, but it is recognized that unusual situations may occur which require additional or specialized steps to supplement or facilitate the conflict resolution process.

3.1 DPW Team Plan Processor (TPP)

The DPW Team Plan Processor (TPP) has lead responsibility for plan review process. The TPP is responsible for review of project grading and improvement plans and shall be the first level contact for conflict resolution during the plan review process.

The TPP shall elevate unresolved project conflict or issues to the DPW Project Manager. As other resources discover problems or potential issues, the TPP will attempt to find solutions or if necessary, the matter will be elevated to the DPW Project Manager.

3.2 DPW Project Manager

The DPW Project Manager is the primary and second level contact for conflict resolution during plan processing and will ultimately approve the plans upon recommendation from the Team Plan Processor.

3.3 DPW/DPLU Project Issue Resolution Conference (PIR)

The DPW/DPLU Project Issue Resolution (PIR) process is available for project applicants to express concerns or issues to senior level management from the Department of Public Works and the Department of Planning and land Use.

3.4 Director of Public Works

The Director of Public Works is the final level of the conflict resolution process. The Director's decision is final.

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Project Manager Manual	Page 2 of 3
Project Issue Resolution for DPW Grading & Improvement Plans	Approved by <i>DE Cpt</i>

4.0 PROCESS

The project issue resolution process is provided to allow applicants an opportunity to have issues heard and considered by Department of Public Works staff during plan processing.

4.1 Team Plan Processor (TPP)

The Team Plan Processor (TPP) is responsible for plan review and engaging conflict resolution resources or elevating to the next level as needed.

- The Team Plan Processor (TPP) shall review grading and improvements plans in accordance with County and Department rules, regulations, and policies.
- The TPP will be the primary contact between the Project Team and Engineer-of-Work.
- The TPP will be the first level contact for project issue resolution.
- Should the TPP and EOW not be able to resolve any issues, the TPP will elevate the matter to the DPW Project Manager.
- The TPP will be responsible for gathering all necessary background information to facilitate discussions with the DPW Project Manager.
- The TPP will be responsible for scheduling a meeting between the EOW, Applicant, and DPW Project Manager.
- The TPP will make all necessary entries into KIVA reflecting said meeting.

4.2 DPW Project Manager

The DPW Project Manager is the second level contact for conflict resolution during plan processing.

- The DPW Project Manager will facilitate the meeting between the Team Plan Processor and Engineer-of-Work (EOW).
- The DPW Project Manager will consider all information, facts, policies, standards, rules, and/or regulations before rendering a decision.
- Should the matter still be unresolved, the DPW Project Manager will refer the applicant to the DPW/DPLU Project Issue Resolution Conference process.

4.3 Project Issue Resolution Conference

If issues are still unresolved at the first and second levels of the conflict resolution process, the applicant may seek advice from senior Department of Public Works and Department of Planning and Land Use Managers through the Project Issue Resolution Conference.

- The Engineer-of-Work may complete and submit an application for a Project Issue Resolution Conference through the Department of Planning and Land Use (DPLU). Information may be obtained from the DPLU Website at the following location: <http://www.sdcounty.ca.gov/dplu/Resource/docs/3~pdf/DRprocedures.pdf>
- The DPLU PIR coordinator will be responsible for scheduling the conference.

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Project Manager Manual	Page 3 of 3
Project Issue Resolution for DPW Grading & Improvement Plans	Approved by <i>RE Cptn</i>

4.3 Director of Public works

If the applicant is still dissatisfied with the decisions of the lower levels of the conflict resolution process, including the Project Issue Resolution conference, the matter may be referred to the Director of Public Works for final consideration and decision.

- The Team Project Plan Processor will gather all necessary background information for the DPW Project Manager.
- The DPW Project Manager will prepare a summary of all issues and provide recommendation for the Director of Public Work's consideration.
- The DPW Project Manager will then elevate the matter through the Land Development Division Manager prior to referral to the Director.
- The Director's decision shall be final.

4.3 Customer Contact

All contact with applicant and Engineer-of-Work (EOW) will be initiated by the Team Plan Processor (TPP). Each Plan Processor shall be responsible to make sure adequate and clear communication occurs between the County Team and EOW. The TPP shall ensure the Project Manager is kept informed on all issues arising during plan processing.

4.4 DECISIONS

Decisions within this process should be made at the staff level using the direction and guidance provided by Project Manager and Land Development Management. All critical decision points and correspondence must involve the Project Manager.

SUNSET

EFFECTIVE DATE: June 29, 2007

SUNSET DATE: June 30, 2010

PLAN 8

**Document Plan Check BPR
improvements/changes in one
document.**

- Update and enforce Plan Checker's guidance policy

PLAN 8

Include BPR documents (Handout) in the appendix of the "Manual for the Preparation and Checking of Street Improvement and Grading Plans."

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Project Manager Manual	Page 1 of 5
Review of DPW Grading & Improvement Plans	Approved by <i>RE Lpt</i>

1.0 PURPOSE:

To provide guidelines for plan review and approval for grading and improvement projects to meet the DPW 10-day plan review cycle time goal.

2.0 BACKGROUND:

The Plan Processing staff is responsible for processing and tracking improvement and grading plans through the plan check and approval process.

3.0 GUIDELINE & ROLES

The following guidelines are to be used in the review of grading and improvement plans. These guidelines were written to accommodate most circumstances, but it is recognized that unusual situations may occur which require additional or specialized steps to supplement or facilitate the review process.

3.1 Engineer-of-Work (EOW)

The Engineer-of-Work will be responsible for the project plans and shall ensure they meet County of San Diego standards, policies, rules, regulations and project requirements. The EOW will be the single source of contact with the applicant, developer, owner, or authorized agent.

3.2 Pre-Screening Engineer (PSE)

The PSE shall determine if the plans and documents meet the Pre-Screening Checklist for completeness. The PSE will determine if the plans meet the eighty-percent (80%) threshold for completeness. The PSE will determine which resources are required to supplement the Project Team review during plan processing.

3.3 DPW Team Plan Processor (TPP)

The DPW Team Plan Processor has lead responsibility for plan review process. The Plan Processor is responsible for review of project grading and improvement plans and coordination of resources necessary to thoroughly review and process plans for approval.

The Plan Processor shall coordinate with resources as deemed necessary to supplement Team review, and shall be the primary contact during the plan review process. As other resources discover problems or potential issues, the Project Team will attempt to find solutions to achieve project approval.

3.4 DPW Project Manager

The Team Project Manager is the primary contact for conflict resolution during plan processing and will ultimately approve the plans upon recommendation from the Plan Processor as authorized by the County Engineer.

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Project Manager Manual	Page 2 of 5
Review of DPW Grading & Improvement Plans	Approved by <i>RE Cpt</i>

3.5 DPW Environmental Services Unit (ESU)

The DPW Environmental Services Unit (ESU) acts as the primary environmental consultant to the Project Team. This includes providing review and recommendations, answering questions, and doing whatever follow-up is needed for the Team to make required findings and determinations.

3.6 DPW Land Development Counter

The DPW Land Development Counter Group (Counter) provides administrative functions. This group receives all project related submittals from applicant, makes project-tracking entries into KIVA, and ensures review packages are complete and timely. Requests for special handling, non-standard processing, and disputes concerning project screening should be forwarded to the Project Manager for resolution.

4.0 PROCESS

The overall processing of plans is the responsibility of the Project Team with primary coordination responsibilities with the Team Plan Processor. The Pre-Screening Engineer will screen plan submittals for completeness prior to initial submittal of the complete plan set and supporting documentation. The Land Development Customer Service Counter will process and re-route plans as deemed necessary during the plan pre-screening and review process. The Plan Processor will coordinate plan processing and ultimately recommend approval of the plans to the Project Manager.

The Engineer-of-Work may request a pre-application meeting for conceptual design or a pre-review meeting prior to initial submittal to facilitate the review process. In addition, a mandatory post first review meeting will be held with the Engineer-of-Work and County staff to discuss plan review comments and to identify potential project issues. The process steps are as follows:

1. Pre-Application meeting for Conceptual Design (Optional at Engineer-of-Work request)
2. Submittal of Initial Set of Plans and Documents by Engineer-of -Work
3. Pre-Screening of Plans to Determine Completeness prior to Review by TPP
4. Pre-Review Meeting (Optional at Engineer-of-Work request)
5. Initial Submittal of Complete Plan Set and Documents by Engineer-of-Work
6. Counter Processing of Plan Submittal, KIVA Entry, and Distribution of Plans
7. Plan Review by TPP and Resources
8. Mandatory Post First Review Meeting between EOW and Project Team
9. EOW Correction and Re-Submittal of Plans
10. Project Team Review Until Plans Approved

4.1 Counter Processing

The DPW Counter group shall process the plans and supporting documentation to the Project Teams and resources. The Counter staff shall initiate project tracking in KIVA.

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Project Manager Manual	Page 3 of 5
Review of DPW Grading & Improvement Plans	Approved by <i>AE Cpt</i>

4.2 Pre-Screening Engineer (PSE)

The PSE is responsible for pre-screening review of the plans and supporting documentation.

- The PSE shall perform a cursory review of the grading and improvement plans in accordance with DPW Pre-Screening Checklist.
- The PSE shall review the plans and supporting documentation for completeness within 5-days upon receipt of the initial submittal.
- The PSE shall determine if supplemental review by DPW or outside resources is necessary to supplement review of the plans by the Team Plan Processor.
- The PSE will determine how many additional sets of plans and supporting documents are necessary for resource review.
- If the PSE determines the plans and/or supporting documentation to be incomplete, the PSE shall contact the area Project Manager for approval of acceptance of incomplete plans and/or supporting documentation.

Upon completing the pre-screening process, the PSE shall forward the pre-screened plans and supporting documentation to the Counter for return to the Engineer-of-Work.

4.3 Team Plan Processor

The Plan Processor is responsible for plan review and engaging resources, as needed, to supplement plan review.

- The Plan Processor shall review grading and improvements plans in accordance with County and Department rules, regulations, and policies.
- The Plan Processor shall ensure plan review is completed within the 10-day Department cycle time goal including resource review.
- The Plan Processor shall determine if supplemental review by Department or outside resources is necessary to supplement review of the plans and shall coordinate with resource staff.
- Coordination with resource staff shall be by written communication (e-mail message), face-to-face meeting, or by telephone.
- It is anticipated review and approval of plans will be completed by the third iteration. If plan review exceeds three iterations, the Plan Processor shall send an e-mail message to the LUEG Program Manager, with copy to the Project Manager, indicating the plan review process is exceeding three iterations.
- Plan Processor shall determine if subsequent environmental review is necessary.
- If subsequent environmental review is necessary, the Plan Processor will forward a set of the plans accompanied by a memorandum addressed to ESU to the Counter for proper routing and tracking in KIVA.
- The Plan Processor shall compile all Department and outside resource reviews and incorporate into the plan review process.

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Project Manager Manual	Page 4 of 5
Review of DPW Grading & Improvement Plans	Approved by <i>RE Cpt</i>

- The Plan Processor shall make entry into KIVA upon completion of each review iteration.
- The plans shall not be forwarded to the Project Manager for approval until the Plan Processor has ensured all resources have responded and all concerns have been addressed and/or resolved.
- The Plan Processor shall forward the original plans with supporting documentation to the Project Manager for approval upon completion of plan review.

4.4 Customer Contact

All contact with applicant and project consultants will include or be initiated by the Team Plan Processor. Each Plan Processor shall be responsible to make sure adequate and clear communication occurs between the County Team and applicant and/or project consultants. The Plan Processor shall ensure the Project Manager is kept informed on all issues arising during plan processing.

4.41 Pre-Conceptual Design Meeting with County Staff

To facilitate design and plan processing, DPW staff will meet with the Engineer-of-Work and the owner/applicant prior to final design of the project.

4.42 Pre-Review Meeting

To facilitate plan processing or address questions, DPW staff will meet with the Engineer-of-Work and the owner/applicant prior to initial review of the project plans. This pre-review meeting is meant to discuss potential concerns or issues that may surface during the plan review process.

4.43 Mandatory meeting

A mandatory post-first review meeting will be required to discuss grading and improvement plan comments to provide an open dialogue and facilitate communication between the Project Team (DPW Project Manager and DPW Team Plan Processor) and the Engineer-of-Work.

4.44 Project Issue Resolution

The Team Plan Processor (TPP) is responsible for processing and tracking improvement and grading plans through the plan check and approval process. The DPW Project Manager is the primary contact for conflict resolution during plan processing and will ultimately approve the plans upon recommendation from the TPP. Should the Engineer-of-Work (EOW) still not agree with the decision of the TPP and/or DPW PM, the matter may be elevated to the DPW/DPLU Project Issue Resolution process.

County of San Diego	No.
DPW - LAND DEVELOPMENT GUIDELINES	
Project Manager Manual	Page 5 of 5
Review of DPW Grading & Improvement Plans	Approved by <i>RE Cyton</i>

4.5 Document Submittal

The Counter is responsible for receiving and distributing all documents and deposits submitted on the project. Any requests for special handling or reductions in deposit amounts are to be forwarded to the Project Manager for consideration.

4.6 Approval of Plans

The Project Manager shall not approve grading or improvement plans until they have received complete review and are forwarded with recommendation for approval by the Plan Processor as outlined in 4.3 above.

4.61 Plan Approval Checklist

A plan approval checklist will be maintained in the front of each plan file to indicate plan approvals by other sections. The checklist shall be reviewed before submitting plans for Project Manager approval and a copy of the checklist attached to the mylars for their use. The checklist shall include all other sections involved with reviewing the private plans (Street lights, Traffic, Flood Control, Construction, Special Districts, Wastewater) and any special reviews by outside agencies or others (Caltrans, City, separate district).

4.7 Cost Tracking

All staff charges will be identified in the time reporting system on a daily basis to allow adequate tracking of costs. The Plan Processor shall review charges to determine if they are adequate for complete review of the plans to approval. The Plan Processor shall complete an estimate of charges, on the attached "Additional Deposit In-House Estimate" form, with the first plan review and forward to the Counter for additional deposit.

4.8 DECISIONS

Decisions within this process should be made at the staff level using the direction and guidance provided by Project Manager and Land Development Management. All critical decision points and correspondence must involve the Project Manager.

SUNSET

EFFECTIVE DATE: June 29, 2007

SUNSET DATE: June 30, 2010

PLAN 9

All LUEG County employees in the plan check process must use Kiva.

- Develop and hold training sessions to educate on Plan Check aspects of KIVA

PLAN 9

Staff training to be completed during June 2007.

PLAN 10

**Update DPW Web Site and
Newsletter.**

PLAN 10

Plan Check process needs to be more accessible to industry.

- Intranet and Internet to provide update of the Manuals and Guidelines

PLAN 11

BPR identified the need for two additional Plan Check staff Engineers.

- Initiate action to request additional Plan Check Engineers for Land Development

PLAN 11

Request initiated for two additional staff members for plan checking.

PLAN 12

Industry needs to be better-informed on Land Development processing, procedures, and BPR implementation.

- Update Industry (Land Development newsletter)
 - * Ever wonder why you can't use red/green when you're commenting on a map??
 - * PIR Process
 - * Optional advance meeting
 - * BPR feedback/implementation plan
 - * Tips that help us
 - * Internet resource list/directions

PLAN 12

**Update DPW Land Development
Newsletter.**